



**Notice for Inviting Application for Pre-qualification of Contractors for Annual Maintenance Contract (AMC) for maintenance of Water Supply, Plumbing & Sanitary fittings & fixtures at IDBI Tower, Cuffe Parade, Mumbai-400005**

IDBI Bank Ltd. invites application from reputed, experienced and registered contractors/firms for the Bank's proposed Annual Maintenance Contract (AMC) for maintenance of Water Supply, Plumbing & Sanitary fittings & fixtures at IDBI Tower (Ground + Mezzanine + 24 floors), Cuffe Parade, Mumbai-400005.

The scope of work includes operation and maintenance of water supply, plumbing and sanitary installations, monitoring of water supply from BMC line, checking water supply line, sanitary sewage line, municipal line/supply line on day to day basis, operation of pumps, cleaning of water tanks, removing chock up in any pipelines, replacement of spares, etc. for Bank's office premises building at IDBI Tower (Ground + Mezzanine + 24 floors), Cuffe Parade, Mumbai-400005.

Bank would empanel eligible contractors, who meet the Pre-Qualification criteria. Contractors are requested to furnish details regarding their Company, Organization Chart, Date of Incorporation, Experience etc as indicated in the application format and Annexure-I attached at the end of the document. The application duly completed in all respects and giving the requested information is required to be enclosed in a sealed cover, super scribed in the top left hand corner of the cover as "**Application for Prequalification of Contractors for Annual Maintenance Contract (AMC) for maintenance of Water Supply, Plumbing & Sanitary fittings & fixtures at IDBI Tower, Cuffe Parade, Mumbai-400005**" and dropped necessarily in tender box kept for the purpose on 14th floor B wing on or before **July 03, 2025 by 3:00 PM**. The sealed cover should be addressed to "**The General Manager (IMD), IDBI Bank Ltd., 14th Floor, IDBI Tower, Cuffe Parade, Mumbai-400005**". If the covers are sent by post, the applicant should ensure that the Pre-qualification bid is received at the above mentioned address before the prescribed time to avoid rejection. Covers received after prescribed time limit will be rejected.

Bank reserves the right to reject any or all the applications without assigning any reasons and to restrict the list to any number deemed suitable by it, if too many applications are received satisfying the basic pre-qualification criteria. Bank also has the right to reject all the applications and go in for re- advertisement without assigning any reason thereof.

**Mumbai  
13/06/2025**

**S/d  
Deputy General Manager (IMD)**

**Signature of Applicant**

**Terms and conditions of Pre- Qualification**

**A.** Applicants satisfying the pre-qualification criteria would be empanelled for a period of **Three (3) years** from the date of empanelment. Applicants may therefore decide and apply to this advertisement only if they are meeting the pre-qualification criteria set forth here under:

**B. Pre-Qualification / Eligibility Criteria**

1. The applicant should have their main Regd. Office / full-fledged Branch office in the municipal limits of Mumbai/ Navi Mumbai/ Thane. The Applicant should have necessary infrastructure / equipment's / supporting staff at senior and middle level. (Supporting documents in the form of Trade license, ESI registration, PF registration, Labour License, etc. to be submitted)
2. The applicant should have successfully executed similar works during last 7 years till March 31, 2025 which should be either of the following:-
  - a) One similar completed work costing not less than Rs. 16.00 Lakh
  - or**
  - b) Two similar completed works each costing not less than Rs. 10.00 Lakh
  - or**
  - c) Three similar completed works each costing not less than Rs. 8.00 Lakh(Supporting documents in the form of work orders, completion certificates duly certified by authorized officer, photographs of the building, etc. to be submitted)
3. The applicant should have minimum 7 years' experience as on March 31, 2025, to render services towards maintenance of water supply, plumbing and sanitary installations replacement works in institutional building/commercial buildings/Private Registered Societies. (Supporting documents in the form of Incorporation documents, work orders, etc. to be submitted)
4. The applicant should have average annual turnover of at least Rs.25 lakh during last three financial years ending March 31, 2024 (Copies of audited Balance sheet, P&L Account and IT Returns duly certified by CA to be submitted for FY 2021-22, 2022-23 and 2023-24).
5. The applicant should have completed at least one similar work as described in (2) above in any Multistoried building having minimum 10 floors for Central Govt./ PSU/ PSBs/ Semi Govt. / Financial Institutions / Banks/ Corporates/ Co-operative Housing Societies, etc. (Supporting documents in the form of work orders, completion certificates duly certified by authorized officer, photographs of the building, etc. to be submitted)

[**Similar Works shall mean** “Annual maintenance Contract (AMC) for maintenance of water supply, plumbing and sanitary fittings and fixtures works for Banks, Public Sector Undertakings (PSUs), Corporates, Co-operative Housing Societies, etc., excluding the cost of spare parts/plumbing accessories replaced”]

**C. Scope of Work:**

1. **Operation and maintenance of Pumps:** Operations of pumps, for continuous storage in Underground (U/G) & Overhead Tanks (OHT) at 18<sup>th</sup>, 25<sup>th</sup> & other floors tanks. Monitoring of water supply from BMC line, water supply line, sanitary sewage line within the building and upto municipal line/supply line in day to day basis.
2. **Maintenance & Cleaning:** Arresting leakages in the water supply and sanitary lines by using zinc and spun yarn/cement, removal of chokes from water closets, urinals, wash basins, sinks, floor traps, soil and waste pipes, rain water pipes, porcelain traps and underground drain lines and water lines inside the compound. Carrying out cleaning of water tanks in the basement, 7th, 13th, 18th and 25th floor (terrace) of building once in 3 (three) months (i.e. four cleaning per year).

**D. Issue of tender documents**

After the completion of pre-qualification process, Technical bid and Price bid shall be issued to the pre-qualified contractors only.

**E. Submission of Pre-qualification Documents**

The application formats duly completed in all respects with necessary documents giving the aforesaid information is required to be addressed to **the officer as indicated in Page 1** and should be enclosed in a sealed cover super scribing in the top left hand corner of the cover as "**Application for Prequalification of Contractors for Annual Maintenance Contract (AMC) for maintenance of Water Supply, Plumbing & Sanitary fittings & fixtures at IDBI Tower, Cuffe Parade, Mumbai-400005**" and dropped in tender box kept at the Office for the purpose on or before **July 03, 2025 by 3:00 PM**. The received applications shall be opened on the same day i.e. **July 03, 2025 at 03:30 PM**.

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### **Instructions to bidders**

1. Each page of the application shall be signed by a person having necessary authority to do so. The Application document shall be signed by the person/s on behalf of the organization having necessary Authorization/ Power of Attorney to do so (Copy of Power of Attorney/ Memorandum of Association shall be furnished along with the application).
2. If the space in the Performa is insufficient for furnishing full details, such information may be given in separate sheets duly signed by the authorized signatory.
3. Applicants are required to furnish information against each item of the application. Application containing incorrect and or inadequate information is liable to be rejected.
4. Application is required to be submitted giving full details about the organization, experience, technical personnel in the organization, proven competence to handle major plumbing works, etc. in the enclosed Performa which will be kept confidential. Applicants should ensure submission of all the documents/ certificates, supporting work experience, value of works executed/on hand etc. duly signed by respective clients/ owners of the work. In case of completed works, completion certificate from the clients shall be treated as valid proof.
5. While filling up the application with regard to the list of similar works completed or in hand, the Applicant shall only include those works which individually cost not less than the specified value as mentioned in the qualification/eligibility criteria.
6. The applicant must read the terms and conditions of the document carefully and should submit the bid only if eligible and having possession of all the required documents.
7. The Applicant is required to bid strictly as per the terms and conditions, specifications, standards given in the documents and not to stipulate any deviations.
8. List of the documents to be submitted in hard copy:
  - a) Declaration in the letter head for correctness of Documents / Information.
  - b) Letter of Acceptance of Terms and Conditions.
  - c) Certificate of Chartered Accountant towards Turn Over (in Original) for last three financial years.
  - d) Certificates from the Clients towards satisfactory completion of works executed by the Applicant which are in line with pre-qualification criteria.
9. For any further clarification, the applicant may contact the numbers as given below during office hours; AGM (IMD): 022-66194263, Manager (IMD): 022-66194101. Further, IDBI Bank at its discretion may hold a **Pre-Bid meeting** on **June 26, 2025** at

**1500 Hrs** on any request or queries for clarification of this document, from the prospective Bidders, which it receives not later than **June 26, 2025** by **1100 Hrs** through mail on [ratnadeep.awale@idbi.co.in](mailto:ratnadeep.awale@idbi.co.in). Bank is not bound to reply, in case the queries are received after the cut off date and time mentioned above.

10. In case any information furnished by the applicant is found to be incorrect at a later stage, the applicant is liable to be debarred from tendering / taking up any future work in the Bank. The Bank reserves the right to verify the particulars furnished by the applicant independently.
11. The applicant must not have been disqualified / blacklisted by RBI, any Public Sector Banks/ Private Sector Banks/ Co-operative Banks/ any Government Department/ Financial Institutions/ other Schedule Banks in last 5 years and their name should not figure in the IBA caution/negative list. An undertaking has to be given by the applicant as per **Annexure-II**.
12. The Bank also reserves the right to reject any application without assigning any reason and to restrict the list to any number deemed suitable by it, if too many applications are received satisfying the basic pre-qualification criteria. Bank also has the right to reject all the applications and go in for re-advertisement without assigning any reason.

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**Application form for Pre- qualification of Contractors**

**A. BASIC INFORMATION ABOUT THE COMPANY/ FIRM**

1	Name of the Company/ Firm	
	Address	
	Telephone / Fax no.	
	Name of Contact person	
	Mobile No: of Contact person	
	E-mail ID	
2	Type of Organization (Proprietorships/ Partnership / Pvt. Ltd. Co./Public Ltd. Co./LLP etc.) (Copy of relevant documents to be enclosed)	
3	Date of incorporation / commencement of business	
4	Experience as Prime contractor (In Years)	
5	Details of Banks / Financial Institutions / Central Govt. / Central Autonomous Bodies/ Central Public Sector Undertaking for which your firm is empanelled.	
6	PAN No.	
7	GST Registration No:	
8	ESI, PF Registrations & Labour Licence details, etc.	
9	Name of your Bankers with full Address Details of A/c Maintained with the Bank	

**B. FINANCIAL POSITION & MICELLANEOUS INFORMATION**

		<b>2021-2022 (In Lakh)</b>	<b>2022-2023 (In Lakh)</b>	<b>2023-2024 (In Lakh)</b>
1	Annual Turnover			
2	Net Profit			
3	Copy of Audited Financial Statements for past 3 financial years (Enclosed)	YES / NO		
4	Copy of Income Tax returns for the past 3 financial years	YES / NO		
5	Credit Facilities from the Bank			
a.	Cash Credit			
b.	Overdraft Limit			
c.	Guarantee			
d.	Others			
6	Copy of Facility Sanction Letter / Letters from the Bank (Enclosed)	YES / NO		
7	Have you ever been disqualified / levied penalties in any work contract in the past	YES / NO		
	If YES give details			
8	Details of Civil Suits / Litigations aroused during execution of the contracts in the last 5 years (If any give details)			
9	Name & contact Nos. of the two persons / organizations, preferably Banks / Govt. Organization for whom you have carried out works, who may be directly contracted by the Bank to gather information as about the ability competence and capacity of your firm.			

### ANNEXURE - I

#### Major AMC works executed during the last seven years towards maintenance of Water Supply, Plumbing, Sanitary Fittings & Fixtures (Copies of the completion certificate to be enclosed)

- a) One similar completed work costing not less than Rs. 16.00 Lakh or
- b) Two similar completed works each costing not less than Rs. 10.00 Lakh or
- c) Three similar completed works each costing not less than Rs. 8.00 Lakh

**A. List of important works executed by the Applicant during last Seven years as indicated in Terms and conditions of empanelment.  
(Separate Sheet can also be enclosed if required)**

Sl. No	Name of the Employer / Owner with full Postal Address and contact nos.	Location of work	Work Order date and ref no.	Area of the Building (Sqft) and/or Nos. of floors	Period of AMC		Contract Amount (Rs.)	Whether Work was left incomplete or contract was terminated from either side? Give Details	Any other relevant information
					Date of commencement of AMC	Date of completion of AMC			
1									
2									
3									
4									



**B. List of important works in hand / in progress as indicated in Terms and conditions of empanelment.**

S l. N o	Name of the Employer / Owner with full Postal Address and contact nos.	Location of work	Work Order date and ref no.	Area of the Building (Sqft) and/or Nos. of floors	Contract Amount (Rs.)	Date of Commencement	Stipulated date of Completion	Any other relevant information
1								
2								
3								
4								
5								



Infrastructure Management Department

-Pre-Qualification of contractors for AMC for maintenance  
of Water Supply, Plumbing, Sanitary Fittings  
& Fixtures at IDBI Tower, Mumbai

**C. List of Technical personnel in your establishment giving details about their technical qualification and experience**

Sr No.	Name	Age	Qualifications	Work Experience	Nature of similar works handled	Name of the similar works handled	Date from which employed in your Organization
1							
2							
3							
4							
5							
6							
7							

	Indicate other points if any, to show your technical and managerial competency to indicate any important point in your favour.

**ANNEXURE-II**

(On letterhead of the Company/Firm)

**TO WHOMSOEVER IT MAY CONCERN**

It is hereby declared that M/s.....having registered office at..... has not been disqualified by RBI or any Public Sector Bank or blacklisted during the last five years for failure to adhere to prescribed standards and quality for Civil/Plumbing Work or on account of default in execution of work orders for the above work or any of the rules in general.

Date:

Place:

Yours faithfully,

(Signature of the authorized person  
with office seal of their Company)

From

Date:

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To

The General Manager,  
Infrastructure Mgmt. Dept.,  
14<sup>th</sup> Floor, IDBI Tower,  
WTC Complex,  
Cuffe Parade,  
Mumbai – 400 005

Dear Sir/Madam,

**Application for Prequalification of Contractors for Annual Maintenance Contract  
(AMC) for maintenance of Water Supply, Plumbing & Sanitary fittings & fixtures at  
IDBI Tower, Cuffe Parade, Mumbai-400005**

We do hereby declare that the information furnished by us in the duly completed application form and Annexure thereto is correct to the best of our knowledge and belief.

Yours faithfully,

Signature:

Name:

Designation:

**CHECKLIST OF DOCUMENTS TO BE SUBMITTED**

- 1. Duly Filled and signed Application form.**
- 2. Incorporation Details (Copy of Partnership Deed / Registration certificate with Registrar of Companies, etc.)**
- 3. Copy of PAN Card**
- 4. Copy of GST Registration**
- 5. Copies of Audited Financial Statements for the last 3 financial years (FY 2021-22, FY 2022-23 and FY 2023-24).**
- 6. Copies of Income Tax returns submitted for the last 3 financial years (FY 2021-22, FY 2022-23 and FY 2023-24).**
- 7. Copies of ESI & PF registrations & Copy of Labour licence (if applicable)**
- 8. Copies of Work Orders & Completion certificates in support of the details given in Annexure I ( Supporting documents for Pre-qualification)**
- 9. Any other supporting documents.**

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